

Silver Flag Exercise Site

Integrity - Service - Excellence

Customer and Ordering Officer Training



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Overview

- **Centralized vs. Decentralized Contracting**
- **Ordering Officer Appointment and Authority**
- **Customer / Ordering Officer Training**
- **Unauthorized Commitments**

Reference

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- **AFFARS, Appendix CC**
 - **CC-403**
 - **CC-502-1(b)(10)(11)(13)**
 - **CC-502-2(g) Integrity - Service - Excellence**
- **AFLMA CCO Handbook**
 - **Pages 28 - 33**
 - **Appdx 3, pages 71 - 78**
 - **Appdx 4, pages 79 - 80**



Centralized versus Decentralized Contracting

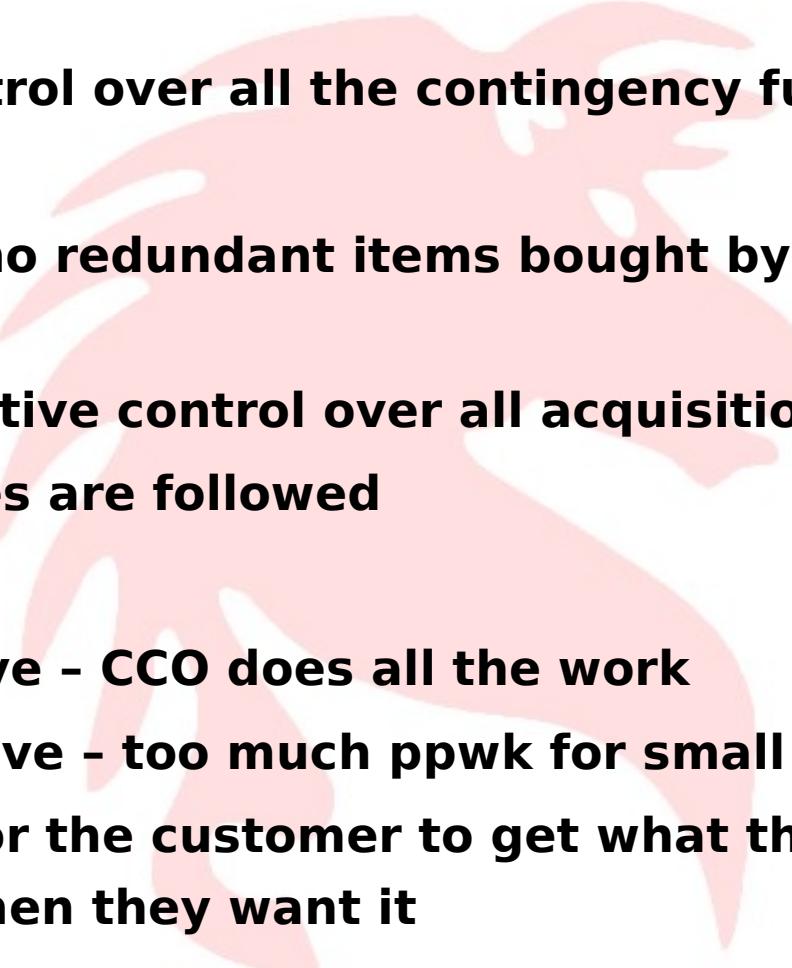
- **Centralized - CCO Centered**
 - Contracting makes all the purchases

- **Decentralized - Customer Centered**
 - Non-contracting personnel are authorized to make certain purchases after being properly trained



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Centralized Contracting



- **Positive**
 - **CCO has control over all the contingency funds expended**
 - **Save money**
 - There are no redundant items bought by several customers
 - **CCO has positive control over all acquisitions**
 - Ensure rules are followed
- **Negative**
 - **Time intensive - CCO does all the work**
 - **Labor intensive - too much ppwk for small dollar purchases**
 - **Takes time for the customer to get what they want, when they want it**



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Decentralized Contracting

■ Positive

- Customer gets what they want, when they want it**
 - Equals: Happy customers**
- Saves time for CCO to concentrate on large dollar purchases**
- Saves on administrative costs**

■ Negative

- Lose control of deployed funds**
- Redundant purchases**
- Lack of functional coordination**
- Unauthorized commitments**



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Decentralized Contracting Ordering Officer Appointment

■ Examples

- **Blanket Purchase Agreements (BPAs)**
- **SF44 - Purchase Order-Invoice-Voucher**
- **Government-wide Purchase Card (GPC)**

■ Steps Involved

- **Appointment in writing by their CC**
- **Solicit potential vendors**
- **Establish Contractual Instrument (BPA)**
- **Train the Ordering Officer (next couple of slides)**
- **Notify Contractor**
- **CCO must periodically accomplish surveillance**



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Ordering Officer Authority and Training

- **Provide Training on their Contractual Limitations**
 - The Dos and Don'ts
 - Limitations (IAW FAR 13)
 - Funds reporting procedures, BPA Call Logs/Register
 - Standards of Conduct (they are an extension of the CCO!)
 - Officially Appointed
- **Authority must be in writing**
 - Ordering Officer signs acknowledging training
 - Provide Contractor with Ordering Officer's authority



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Customer Training

- **AF Form 9 - Request for Purchase**
- **SF 44 Training**
- **Blanket Purchase Agreements**
- **Quality Assurance**
- **Sole Source / Brand Name Justifications**
- **DD Form 250 - Receiving Reports**
- **Ratification Action**
- **How to work with contractors**



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Sole Source / Brand Name Justification

- **SOLE SOURCE (IAW FAR 6.302-1):**
 - A contract for the purchase of supplies or services that is entered into or proposed to be entered into after soliciting and negotiating with only one source.
 - Must be accompanied by a sole source justification letter!
- **BRAND NAME (IAW FAR 6.302-1):**
 - Exists when the requirement only allows for one manufacturer's item to fill a customer's need.
 - Must be accompanied by a brand name justification letter!
- **JUSTIFICATIONS (Requirements) are IAW FAR 6.303-1**
- **JUSTIFICATIONS (Content) will be made IAW FAR 6.303-2**



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Unauthorized Commitments

- An Unauthorized Commitment Occurs when:
 - Someone without proper authority obligates or de-obligates the government
 - Implied versus express authority
 - Splitting requirements
- The Ratification Process:
 - Individual submits written statement with all pertinent facts
 - Commanders forward a statement of facts and disciplinary actions taken and steps to prevent this from occurring again
 - CCO can only ratify if all requirements are met:
 - Government received benefit
 - Fair and reasonable pricing
 - Contracting Officer would have may the buy
 - Funds were available



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Summary

- **Centralized vs. Decentralized Contracting**
- **Ordering Officer Appointment and Authority**
- **Customer / Ordering Officer Training**
- **Unauthorized Commitments**



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Questions?



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